

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing the activities of an assigned function or division. Police Captains may be required to assume command of departmental operations in the Police Chief's absence. Police Captains are responsible for the formal training of subordinate employees and overseeing the preparation and maintenance of assigned departmental records and reports. Employees of this class also oversee the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Police Captains work with a high degree of independence. This class reports to and ranks immediately below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes command of departmental operations in the absence of the Police Chief. Manages, organizes, inspects, and evaluates the effectiveness of operations of an assigned division or function of the police department including patrol, traffic control and accident investigation, criminal investigation, special operations, juvenile operations, and jail operations. Determines how to organize the assigned service, including how to deploy assigned personnel. Makes management decisions and recommends changes in operational procedures or policies. Reviews incoming communications, making assignments to staff or routing work to the appropriate person or location. Evaluates new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Conducts research to be used in making management decisions and for the planning of programs and activities for an assigned division. Monitors any local conditions which may create situations the department may be called upon to handle.

Participates in a personnel recruitment and selection program for the department by performing tasks such as speaking about employment opportunities to citizen groups; writing letters in answer to inquiries about employment possibilities; performing background investigations on candidates, and assisting with interviewing prospective employees. Makes recommendations for

hiring. Recommends promotions in accordance with civil service law. Ensures that all recruitment and selection procedures conform to EEOC requirements. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in developing and implementing a safety program for the department. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members.

Supervises subordinate police department employees. Holds formal meetings with subordinates in order to receive reports, disseminate information, and delegate assignments. Outlines responsibilities, task priorities, and long term goals for subordinates. Assigns work schedules and approves leave. Monitors work pace and progress of assigned jobs and determines if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes evaluation reports. Provides for employee growth and career development and motivates employees. Provides on-the-job training for department employees. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Assists the Police Chief in maintaining discipline among departmental employees.

Evaluates the training needs of the department and develops a training program, seeing that such program is properly staffed and supplied with training resources. Conducts research of technical data, including local crime reports, for the purpose of integrating such material into the training program. Prepares lesson plans and training material. Serves as an instructor for formal instruction and provides for outside instruction to meet any training needs not available within the departmental training program. Maintains a library of training materials. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Supervises the exchange of information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property using the NCIC computer network. Compiles and analyzes data for and writes reports, letters, news releases, or any other type of official department position paper in answer to requests or as needed to handle problems of the police service.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other property.

Ensures that needed repairs are made and that equipment is inspected after repairs. Prepares and evaluates specifications on new police department equipment and meets with sales representatives. Supervises the purchasing, inventory, and distribution of supplies and equipment for the department.

Participates in the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Assists the Police Chief in recording the financial transactions of assigned accounts, authorizing expenditure of allocated funds, and approving financial records. Researches potential grants, completes grant applications, and administers grant-funded projects. Prepares revenue and expenditure estimates for the departmental operating budget. Gathers information for use in preparing the departmental operating budget and prepares an operating budget for assigned sections of the department.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Acts as department representative to the news media and related agencies. Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendations, and to keep informed on local activities and trends that may affect the police service. Determines target areas for crime prevention or community relations efforts and develops a community relations program to meet identified needs. Produces instructional materials to be used in these programs, including writing and delivering speeches and demonstrations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year immediately preceding closing date for application.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical

fitness sufficient to perform the essential duties of the position, with or without accommodation.

JN	12-10-86
Rev	02-25-93
	08-29-05
	04-05-07